



PEACE CORPS - INDONESIA

POSITIONS ANNOUNCEMENTS

The United States Peace Corps program in Indonesia seeks qualified and motivated candidates for the following positions in SURABAYA. Peace Corps Indonesia is a U.S. government agency partnering with the Government of Indonesia in the areas of technical cooperation and cultural understanding between the two countries. Peace Corps brings volunteers from the United States to work at Indonesian schools to assist in the development of English language instruction and undertake other technical cooperation projects. Our first Volunteers have arrived in March and are currently working in schools throughout East Java.

Position	Program and Training Assistant – Teaching English as a Foreign Language
Division/Department	Programming & Training Unit
Location	Based in Surabaya, works throughout Indonesia
Reports to	Programming & Training Officer, Coordinated by the Program Manager and Training Manager

Full Performance Starting Remuneration Per Annum: Rp 91,768,705 plus Idul Fitri bonus, retirement/severance payment, and health benefits

STATEMENT OF WORK (SOW)

GENERAL DESCRIPTION

Under the supervision of the Programming & Training Officer (PTO) and the guidance of the Program Manager (PM) and Training Manager (TM), provides support to the Teaching English as a Foreign Language (TEFL) program and acts as a trainer of Peace Corps Volunteers (PCVs) serving as English teachers in Indonesia. The Program Assistant works with the PTO, PM, and TM as part of the Programming & Training Unit (PTU).

Programming Duties

- Serves as a proactive resource for all Volunteers and trainees regarding their work as English teachers
- Serves as a proactive resource for all counterparts and host families regarding their roles in hosting a PCV
- Coordinates with PTU on the tasks and documentation related to Volunteer management, guidance, and support
- Coordinates with PTU on the tasks necessary for site development, including making site development visits, preparing site descriptions, participating in site assignment
- Coordinates with PTU to visit PCVs at their permanent sites, and observes PCVs teaching activities
- Coordinates with PTU to implement host family program in accordance with post policies and procedures
- Assists the PM in summarizing accomplishments of PCVs and contributing to reports for GOI partners and other stakeholders
- Prepares and updates relevant databases, documents and files in a timely and complete manner

Training Duties

- Acts as lead trainer for TEFL technical skills during all training events, including a 10-12 week Pre-Service Training (PST), identifying guest speakers as needed
- Designs and delivers training sessions using interactive teaching methods and adult learning principles
- Develops and updates written session plans for all TEFL technical training
- Coordinates with PTU on design and evaluation of all training events, with emphasis on TEFL technical skills.
- Coordinates with PTU to establish training schedule and integrate all training content (technical, language, cultural, medical, safety)
- Coordinates with PTU to establish relationships with schools at the PST training sites in order to provide practicum experiences to trainees
- Coordinates with PTU to develop needs assessments of Volunteers based on evaluation, observation, and input from counterparts and principals
- Assists the TM in an annual review and documentation of training design and evaluation processes, including updating competencies and learning objectives, and contributing to reports.

Materials and Resource Development

- Compiles and distributes best teaching practices of PCVs
- Develops and updates printed and electronic resources for PCVs as needed
- Evaluates and recommends TEFL resources for procurement and distribution to PCVs.

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Other

- Stays up-to-date on the field of TEFL teaching in Indonesia, and recommends innovations in PC programming and training when possible.
- Performs other duties as assigned according to Peace Corps Indonesia's needs.

SAFETY AND SECURITY SUPPORT

- Provides safety and security support to PC Volunteers and staff and assists in MS 270 regulations compliance.
- May act as emergency action officer to support PCVs during emergencies on a 24/7 basis on a rotating schedule with other staff.

LEVEL AND EFFORT

- Performs duties at assigned Post during a 40 hour work week. May be required to work outside of, or in addition to, normally scheduled hours to support training events, PCVs, and other post requirements.
- May be required to live outside Surabaya for the duration of PST. Will be required to travel as needed to support ISTs and support other PC needs. May participate in in-country or out-of-country trainings provided to PC staff.

OCCASIONAL MONEY HOLDER

- The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

WORK EXPERIENCE REQUIREMENTS AND QUALIFICATIONS

- ☐ **Experience:**
 - At least 2 years of teacher training experience.
 - Experience teaching English as a foreign language, preferably in Indonesian school system.
- ☐ **Languages:** Oral and written fluency in Bahasa Indonesian and English required. Knowledge of Javanese, Madurese, or other provincial language preferred.
- ☐ **Knowledge, Skills, and Abilities:**
 - Attention to detail.
 - Skilled at training large groups.
 - Skilled at planning and evaluating training events.
 - Knowledge of Peace Corps' cooperative development philosophy, goals, and policies.
 - Ability to use computer and Microsoft suite of applications.
 - Ability to act with diplomacy and tact with staff, PCVs, trainees, community members and government officials.

EDUCATION REQUIREMENTS

- ☐ University/college degree required, preferably in English Education.

Qualified and interested candidates should send a description of their qualifications and CV by e-mail to jobs@id.peacecorps.gov ASAP. In subject area, state position for which you are applying. Interviews are currently being conducted and will continue until the position is filled.